

CORRESPONDENCE HANDBOOK

1963

STAT

3. TRANSMITTAL SLIP, FORM 241

This slip is used for transmitting correspondence and other material within Headquarters when only one addressee per document is involved.

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957—O—439445

(47)

SAME SIZE AS SHOWN